CALS Travel Policy Clarification
Last update 04/13/2017

Per University policy, CALS offers the following guidance for personal vehicle reimbursement. Reimbursement for transportation expenses in a local area may be claimed on a Travel Expense Report when it is a necessary function of an employee's position and approved by the department. This needs to be claimed on a Travel Expense Report and by initiating a Disbursement Voucher using the 6140 Object Code. A traveler driving a privately owned vehicle on university business must have current vehicle insurance and a valid driver's license and meet Risk Management Fleet Safety requirements.

Reimbursement for mileage is computed at **44.5 cents per mile** based on the most direct route between two points computed by official highway maps. If claiming mileage in excess of map mileage, state odometer readings on the Travel Expense Report.

A traveler using their privately owned vehicle for university business may receive mileage reimbursement regardless of eligibility for lodging or per diem reimbursement, as long as, the travel is not to a permanent duty post. **Travel will be calculated from the permanent duty post to the destination; travel expenses are not allowed to and from the employee’s personal residence.**

Exception: Mileage to go to or from your job is not an accountable expense and will be considered to be income. It must be approved, in advance, by the department head and will be reported to payroll so that taxes can be withheld on it. This must be paid on a Disbursement Voucher through FSO-Operations.

A traveler assigned to multiple duty posts is eligible for mileage reimbursement for travel between duty posts.

A traveler may receive mileage reimbursement or gasoline reimbursement, but not both.

If business travel begins during normal (8-5 Monday through Friday) business hours and includes travel to and from Tucson International airport, reimbursement mileage will be based upon 20 miles round trip (to and from the airport from the university). If travel begins before 8am or after 5pm, on holidays or weekends, a traveler will be reimbursed for total miles to and from the airport from their place of residence, if odometer readings are provided with the Travel Expense Report. If odometer readings are not provided, the traveler will be reimbursed for 20 miles.

If a traveler is being dropped off at the airport, parking is not reimbursable. When the traveler is picked up at the airport, one hour of parking may be reimbursed.

Private vehicle mileage reimbursement, when approved, is allowed for in-state/out-of-state travel by way of the most direct regularly traveled route computed by online mileage calculators (such as Mapquest) or odometer readings.